

Courses and apprenticeships portfolio

Online and On Campus



Accounting
Business
Management
Human Resources
Law

Online and On Campus

Courses and apprenticeships

Subject area / awarding organisation	Level	Part-time professional course	Apprenticeship	Start dates (terms)	Potential infill points
Accounting Association of Accounting Technicians	1	Award in Bookkeeping	N/A	Autumn, spring and summer	N/A
	2	Certificate in Accounting / Certificate in Bookkeeping	Accounts / Finance Assistant	Autumn, spring and summer	1 / 1
	3	Diploma in Accounting / Certificate in Bookkeeping	Assistant Accountant	Autumn, spring	3 / 1
	4	Diploma for Professional Accounting Technicians	Professional Accounting Technician	Autumn, spring	3
Business City & Guilds	2	N/A	Administration Assistant	Autumn, spring and summer	4
	3	Diploma for the Business Administrator	Business Administrator	Autumn, spring and summer	6
Management Chartered Management Institute	3	Diploma in Principles of Management and Leadership	N/A	Autumn, spring and summer	6
	3	Diploma in First Line Management and Leadership	N/A	Autumn, spring and summer	5
	5	Diploma in Management and Leadership	N/A	Autumn, spring and summer	6
Management ILM	3	Diploma in Leadership and Management	N/A	Autumn, spring and summer	3
	5	Diploma in Leadership and Management	N/A	Autumn, spring and summer	2
Human Resources Chartered Institute of Personnel and Development	3	Foundation Certificate in People Practice	HR Support	Autumn, spring	2
	5	Associate Diploma in People Management	People Professional	Autumn, spring	2
Law National Association of Licensed Paralegals	3	Diploma for Paralegal Technicians	Paralegal	Autumn, spring	3

The professional and business services sector

- progression routes

The professional and business services sector is a prominent part of the UK economy, identified as one of eight priority growth areas in the government's industrial strategy. This sector employs over five million people in the UK.

A partnership with Mindful Education offers immediate access to our award-winning professional courses and apprenticeships. Our portfolio delivers careers-focused, flexible solutions for learners and employers with a range of progression routes.

	Accounting and finance	Business administration	Management	Human resources	Law
Level 4/5	Diploma for Professional Accounting Technicians Professional Accounting Technician Apprenticeship	Progression onto multiple professional pathways	Award, Certificate or Diploma in Management and Leadership	Associate Diploma in People Management People Professional Apprenticeship	Diploma for Senior Associate Paralegals Advanced Paralegal Apprenticeship
Level 3	Diploma in Accounting Certificate in Bookkeeping Assistant Accountant Apprenticeship	Diploma for the Business Administrator Business Administrator Apprenticeship	Award, Certificate or Diploma in Management and Leadership	Foundation Certificate in People Practice HR Support Apprenticeship	Diploma for Paralegal Technicians Paralegal Apprenticeship
Level 2	Certificate in Accounting/Bookkeeping Accounts / Finance Assistant Apprenticeship	Administration Assistant Apprenticeship			
Level 1	Award in Bookkeeping				

Next steps

To begin your journey with Mindful Education, please contact our partnerships team to arrange an initial discussion.

partnerships@mindful-education.co.uk



Mindful Education
1 Giltspur Street
London
EC1A 9DD

0203 6060 365
mindful-education.co.uk